

**AGENDA of the  
Portfolio Committee : Protection Services  
7 November 2023  
(Also the agenda for the Mayoral Committee Meeting : 15 November 2023)**

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**4.  
OVERSTRAND MUNICIPALITY DISASTER MANAGEMENT DIRECTIVES**

**NJ Michaels  
14 September 2023**

**Director: Protection Services**

**(028) 313 8054**

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**1. Executive Summary**

Previous disaster management directives were issued and signed in 2014; since then new directives were signed to ensure that directorates remain current with their own disaster programmes. The Disaster Management Policy stipulates that disaster risk management is everybody's responsibility. The purpose of this report is to update the directives as signed in 2023.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Directorate: Protection Services  
Fire & Emergency Services, Disaster Management and Security Services

**3. Compliance with Strategic Priorities**

Provision of democratic, accountable and ethical governance  
Provision and maintenance of municipal services  
Creation and maintenance of a safe and healthy environment

**4. Delegated Authority**

Executive Mayor

**5. Legal Requirements**

The Constitution of the Republic of South Africa, 1996  
Disaster Management Act, No 57 of 2002  
Fire Brigade Services Act, No 99 of 1987  
Local Government: Municipal Structures Act, No 117 of 1998  
Local Government: Municipal Systems Act, No 32 of 2000  
Community Fire Safety By-law, P.N. 6454/2007  
Service Delivery Budget Implementation Plan  
By-laws of the Overstrand Municipality

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## **6. Background**

### **Background**

The Disaster Management directives were last signed by role players and stakeholders in 2014, it has subsequently been 9 years since implementation and review.

The Disaster Management directives are therefore outdated and must be updated to be more relevant and ensure continuous service delivery in the event of a disaster.

### **Discussion**

The Disaster Management directives form part of the Overstrand Municipality Disaster Management Plan, as reviewed annually.

Although Disaster Management fall within the Directorate: Protection Services to direct and facilitate disaster risk management activities, the entire spectrum of disaster risk management is too vast for one department. As specialists in their field, each directorate will be issued with directives to prevent or mitigate disasters from occurring.

The Disaster Management Policy was approved by Council on 30 November 2022 and states in section 9.4 that "*Disaster risk management in everybody's responsibility and forms part of everyday activities. It is required of each Director to be the nodal point for disaster management activities in that particular directorate. This directive will subsequently form part of their performance level agreement*".

In accordance with the above, the Disaster Management directives were updated in 2023 and includes additional duties and procedures to ensure that disaster management is properly coordinated and directorates participate in the event of a disaster.

## **7. Financial Implications**

In accordance with approved budget

## **8. Staff Implications**

None

## **9. Comments from other Departments, Divisions and Administrations**

None

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**10. Annexures**

- Annexure A: Disaster Directive: Infrastructure & Planning
- Annexure B: Disaster Directive: Community Services
- Annexure C: Disaster Directive: Electrical Services
- Annexure D: Disaster Directive: Electrical Services (2)
- Annexure E: Disaster Directive: Finance
- Annexure F: Disaster Directive: Local Economic Development and Tourism
- Annexure G: Disaster Directive: Management Services
- Annexure H: Disaster Directive: Municipal Manager
- Annexure I: Disaster Directive: Protection Services
- Annexure J: Disaster Directive: Senior Manager Fire
- Annexure K: Disaster Directive: Incident Command Centre
- Annexure L: Disaster Directive: Operations and Training
- Annexure M: Disaster Directive: Fire Safety
- Annexure N: Disaster Directive: Safety and Security
- Annexure O: Disaster Directive: Disaster Management
- Annexure P: Disaster Directive: Senior Manager Traffic & Law Enforcement

**RECOMMENDATION:**

that the updated Disaster Management Directives **be noted**.

**RESPONSIBLE OFFICIAL :**

**NJ MICHAELS  
L SMITH**

**TARGET DATE FOR IMPLEMENTATION :**

**1 NOVEMBER 2023**





**DISASTER DIRECTIVES**  
**DIRECTORATE: INFRASTRUCTURE & PLANNING**

<b>NAME</b>	<b>STEPHEN MÜLLER</b>	
<b>ADDRESS</b>	<b>OVERSTRAND MUNICIPALITY</b>	
	<b>WORK NUMBER</b>	<b>CELL PHONE NUMBER</b>
	<b>028-313 8019</b>	<b>082 495 1924</b>
<b>APPOINTMENT BY</b>	<b>MUNICIPAL MANAGER</b>	
<b>DATE</b>	<b>20/06/2023</b>	

**DIRECTIVES**

Identify specific hazards and vulnerability relating to the core function of the directorate and/or priority disaster risks for the directorate

Integrate Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction take place.

Identify directorate projects which will reduce risk in vulnerable communities

Compile a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.

Ensure that early warnings are linked to the contingency plan(s)

Identify specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.

Allocate a percentage of the annual budget to implement Disaster Risk Management Projects (capital as well as operational)

**Duties:**

Must respond to disaster incidents or delegate an official able to take independent decisions

Must report to the Incident Command Centre or delegate an official to take independent decisions

**Procedures**

Receive emergency by radio / telephone or verbally

Instruct the Infrastructure & Planning officials to respond to incidents

Place departmental heads on standby

Tacit approval of emergency expenditure(s) as and when required

Signature: \_\_\_\_\_

Date: 23.6.2023



**DISASTER DIRECTIVES**  
**DIRECTORATE: COMMUNITY SERVICES**

NAME	Jason Solomons	
ADDRESS	83 Main Road; Sandbaai; Hermanus	
WORK NUMBER	CELL PHONE NUMBER	
028 313 8156	079 377 8963	
APPOINTMENT BY	Municipal Manager - Dean o'Neil	
DATE	22/06/2023	

**DIRECTIVES**

Identify specific hazards and vulnerability relating to the core function of the directorate and/or priority disaster risks for the directorate

Integrate Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.

Identify directorate projects which will reduce risk in vulnerable communities

Compile a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.

Ensure that early warnings are linked to the contingency plan(s)

Identify specific target groups for awareness campaigns and coordinates such campaigns with the DM.

Motivate the allocation of a percentage of the annual budget to implement Disaster Risk Management Projects (capital as well as operational)

**Duties:**

Must respond to disaster incidents or delegate an official able to take independent decisions

Must report to the Incident Command Centre or delegate an official to take independent decisions





**Procedures**

- Receive emergency by radio / telephone or orally
- Instruct the Community Services officials to respond to incidents
- Place departmental heads on standby
- Tacit approval of emergency expenditure(s) as and when required

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

22/06/2023



**DISASTER DIRECTIVES  
DIRECTORATE: INFRASTRUCTURE & PLANNING  
DEPARTMENT ELECTRICAL SERVICES**



<b>NAME</b>	<b>KOOS DU PLESSIS</b>		
<b>ADDRESS</b>	<b>OVERSTRAND MUNICIPALITY</b>		
<b>WORK NUMBER</b>		<b>CELL PHONE NUMBER</b>	
028 313 5632		083 457 2384	
<b>APPOINTMENT BY</b>	<b>MUNICIPAL MANAGER</b>		
<b>DATE</b>	20/06/2023		

**DIRECTIVES**

Identify specific hazards and vulnerability relating to the core function of the directorate and/or priority disaster risks for the directorate

Integrate Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction take place.

Identify directorate projects which will reduce risk in vulnerable communities

Compile a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.

Ensure that early warnings are linked to the contingency plan(s)

Identify specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.

Allocate a percentage of the annual budget to implement Disaster Risk Management Projects (capital as well as operational)

**Duties:**

Must respond to disaster incidents or delegate an official able to take independent decisions

Must report to the Incident Command Centre or delegate an official to take independent decisions

**Procedures**

Receive emergency by radio / telephone or verbally

Instruct the Infrastructure & Planning officials to respond to incidents

Place departmental heads on standby

Tacit approval of emergency expenditure(s) as and when required

Signature: \_\_\_\_\_

Date: 26/06/2023

**DISASTER DIRECTIVES**  
**DIRECTORATE: INFRASTRUCTURE & PLANNING**

<b>NAME</b>	<b>DANIE MAREE</b>	
<b>ADDRESS</b>	<b>OVERSTRAND MUNICIPALITY</b>	
	<b>WORK NUMBER</b>	<b>CELL PHONE NUMBER</b>
<b>APPOINTMENT BY</b>	<b>MUNICIPAL MANAGER</b>	
<b>DATE</b>	<b>20/06/2023</b>	

**DIRECTIVES**

Identify specific hazards and vulnerability relating to the core function of the directorate and/or priority disaster risks for the directorate.

Integrate Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction take place.

Identify directorate projects which will reduce risk in vulnerable communities.

Compile a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.

Ensure that early warnings are linked to the contingency plan(s).

Identify specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.

Allocate a percentage of the annual budget to implement Disaster Risk Management Projects (capital as well as operational).



**Duties:**

Must respond to disaster incidents or delegate an official able to take independent decisions.

Must report to the Incident Command Centre or delegate an official to take independent decisions.

**Procedures**

Receive emergency by radio / telephone or verbally.

Instruct the Infrastructure & Planning officials to respond to incidents.

Place departmental heads on standby

Tacit approval of emergency expenditure(s) as and when required.

Signature: \_\_\_\_\_

Date: 29-06-2008





**DISASTER DIRECTIVES  
DIRECTORATE: FINANCE**

<b>NAME</b>	<b>Santie Reyneke-Naude</b>	
<b>ADDRESS</b>	<b>Hermanus Main Office, 1 Magnolia Str, Hermanus</b>	
	<b>WORK NUMBER</b>	<b>CELL PHONE NUMBER</b>
<b>APPOINTMENT BY</b>	<b>Municipal Manager</b>	
<b>DATE</b>	<b>26 June 2023</b>	
<p><b>DIRECTIVES</b></p> <p>Integrates disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.</p> <p>Identify directorate projects which will reduce risk in vulnerable communities</p> <p>Compile a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.</p> <p>Motivates the allocation of a percentage of the annual budget to implement Disaster Risk Management Projects (capital as well as operational)</p> <p><b>Duties:</b></p> <p>May respond to disaster incidents or delegate an official able to take decisions independently</p> <p>May report to the Incident Command Centre or delegate an official able to take decisions independently</p> <p>Initiates and facilitates efforts to make funds available for disaster management within the municipal area</p> <p>Facilitates and prioritize emergency procurement processes</p> <p>Facilitate and prioritize payment of vendors utilized during emergency procurement processes</p> <p>Documents information for potential municipal insurance claims</p>		





### Procedures

Receive emergency by radio / telephone or orally  
 Instruct the disaster officials to respond to incidents  
 Place department heads on standby  
 Tacit approval of emergency expenditure(s) as and when required

Signature: \_\_\_\_\_

Date: 26/06/2023



**DISASTER DIRECTIVES****DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT AND TOURISM**

NAME	DOLONZI MADIKANE		
ADDRESS	UNIT 34, BEACH CLUB, HERMANUS		
WORK NUMBER	CELL PHONE NUMBER		
1671	083 594 9230		
APPOINTMENT BY	MUNICIPAL MANAGER		
DATE			

**DIRECTIVES**

Identifies specific socio-economic vulnerability or risks relating to the core function of the directorate.

Integrates Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.

Identifies directorate projects which will reduce risk in vulnerable communities

Compile a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.

Identifies specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management.

Motivates the allocation of a percentage of the annual budget to implement Disaster Risk Management Projects (capital as well as operational)

**Duties:**

May respond to disaster incidents or delegate an official able to take independent decisions

May report to the Incident Command Centre or delegate an official able to take independent decisions





**Procedures**

- Receive emergency by radio / telephone or orally
- Instruct Local Economic Development & Tourism officials to respond to incidents
- Place departmental heads on standby
- Tacit approval of emergency expenditure(s) as and when required

Signature: \_\_\_\_\_

Date: 21.06.2023





**DISASTER DIRECTIVES**  
**DIRECTORATE: MANAGEMENT SERVICES**

<b>NAME</b>	DESIREé ARRISON		
<b>ADDRESS</b>	14 SIENNA LANE VERMONT 7201		
<b>WORK NUMBER</b>		<b>CELL PHONE NUMBER</b>	
0283138001		0824979211	
<b>APPOINTMENT BY</b>			
<b>DATE</b>			
<b>DIRECTIVES</b>			
<p>Identify specific hazards and vulnerability relating to the core function of the directorate and/or prioritize disaster risks for the directorate;</p> <p>Integrates Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction take place.</p> <p>Identify directorate projects which will reduce risk in vulnerable communities</p> <p>Compile a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.</p> <p>Ensure that early warnings are linked to contingency plan(s)</p> <p>Motivate the allocation of a percentage of the annual budget to implement Disaster Risk Management Projects (capital as well as operational)</p> <p><b>Duties:</b>            May respond to disaster incidents or delegate an official able to take independent decisions            May report to the Incident Command Centre or delegate an official able to take independent decisions</p>			





**Procedures**

- Receive emergency by radio / telephone or orally
- Instruct Management Services officials to respond to incidents
- Place departmental heads on standby (if required)
- Tacit approval of emergency expenditure(s) as and when required

*Edison*

21/06/2023

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**DISASTER DIRECTIVES:  
MUNICIPAL MANAGER**

<b>NAME</b>	<b>Dean O'Neill</b>	
<b>ADDRESS</b>	<b>Hermanus Main Office, 1 Magnolia Str, Hermanus</b>	
	<b>WORK NUMBER</b>	<b>CELL PHONE NUMBER</b>
	<b>028 313 8003</b>	<b>0769116497</b>
<b>APPOINTMENT BY</b>	<b>Executive Mayor Dr Annelie Rabie</b>	
<b>DATE</b>		

**DIRECTIVES**

Gives effect to the Disaster Management Act, 2002 and Regulation(s) as amended from time to time for the establishment of disaster management operations;

Integrate Disaster Risk Management activities into the core mandate of the Overstrand Municipality in order to ensure that disaster risk reduction take place;

Ensure the effective integration of Disaster Management within the Overstrand IDP (Integrated Development Plan);

Encourages research in Disaster Risk Management and publication of any internal research findings;

Coordinates integrated and disaster risk management activities in conjunction with the Senior Manager: Fire & Emergency Services, Disaster Management and Security Services of Overstrand to ensure disaster risk reduction takes place;

Ensure all contingency plans and for the department(s) are coordinated with Overstrand Disaster Management. Every line function must have a formal contingency plan for a disaster as defined by the Disaster Management Act of 2002;

Ensure that early warnings are linked to the contingency plan(s);

Identify specific target groups in consultation with Disaster Management for awareness campaigns and coordinate such campaigns with Disaster Management.





**Duties:**

May respond to disaster incidents or delegate official to take decisions independently  
May report to the Incident Command Centre or delegate official to take decisions independently

**Procedures**

Receive emergency by radio / telephone or orally  
Instruct the disaster officials to respond to incidents  
Place Directors on standby  
Tacit approval of emergency expenditure(s)  
Act as a media liaison

Signature:           *Dean Klein*          

Date:           21/06/2023          





**DISASTER DIRECTIVES:**  
**DIRECTORATE: PROTECTION SERVICES**

<b>NAME</b>	<b>Neville Michaels</b>		
<b>ADDRESS</b>	<b>Hermanus Main Office, 1 Magnolia Street, Hermanus</b>		
<b>WORK NUMBER</b>	<b>028 313 8054</b>	<b>CELL PHONE NUMBER</b>	<b>071 584 9214</b>
<b>APPOINTMENT BY</b>			
<b>DATE</b>			

**DIRECTIVES**

Identify specific hazards and vulnerability relating to the core function of the directorate and/or prioritize risks for the directorate;

Integrate Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction take place;

Identify directorate projects which will reduce risk in vulnerable communities;

Compile a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.

Ensure that early warnings are linked to the contingency plan(s);

Identify specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management.

Motivates allocation of a percentage of the annual budget to implement Disaster Risk Management Projects (capital as well as operational)



**Duties:**

May respond to disaster incidents or delegate official able to take decisions independently  
 May report to the Incident Command Centre or delegate official able to take decisions independently

**Procedures**

Receive emergency by radio / telephone or orally  
 Instruct the disaster officials to respond to incidents  
 Place Senior Managers and departmental heads on standby  
 Tacit approval of emergency expenditure(s)

**Signature:**
**Date:**

21/06/2023





**DISASTER DIRECTIVES:  
DIRECTORATE: PUBLIC SAFETY**

<b>NAME</b>	<b>LESTER SMITH</b>	
<b>ADDRESS</b>	<b>PO BOX 20, HERMANUS, 7200</b>	
	<b>WORK NUMBER</b>	<b>CELL PHONE NUMBER</b>
	<b>028 313 5041/2</b>	<b>082 978 9493</b>
<b>APPOINTMENT BY</b>	<b>NEVILLE MICHAELS</b>	
<b>DATE</b>	<b>18 SEPTEMBER 2023</b>	

**DIRECTIVES**

Give effect to the Disaster Management Act 57 of 2002 and the regulation there under for the establishment and Disaster Management operations.

Conduct a (scientific) disaster risk assessment annually.

Identify specific hazards and vulnerability relating to the core function of the municipality.

Integrate disaster risk management activities into the core mandate of Overstrand Municipality to ensure disaster risk reduction takes place.

Ensure the effective integration of the disaster management within the Overstrand IDP.

Identify directorate projects which will reduce risk in vulnerable communities.

Ensure that early warnings are linked to contingency plan.

Identify specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management.

Encourage research in disaster risk management and publication of any internal research findings.

**Duties:**

Gives effect to the Disaster Management Act 57 of 2002 and regulation under there under for the establishment and Disaster Management operations.

Act as chairman of coordination committee

Take control of an organization during a disaster or emergency

Any other duties as the council may assign.

Gives instruction to activate the Incident Command Centre





**Procedures:**

Receive emergency by radio / telephone or orally.  
Instruct the disaster officials to respond to incidents.  
Activate emergency control room / centre and staff.  
Place department heads on standby.

**Signature:** \_\_\_\_\_

**Date:** 18/09/2023





**DISASTER DIRECTIVES:  
DIRECTORATE: PUBLIC SAFETY**

<b>NAME</b>	MEAGAN CARELSE		
<b>ADDRESS</b>	PO BOX 20, HERMANUS, 7200		
<b>WORK NUMBER</b>		<b>CELL PHONE NUMBER</b>	
028 313 8941		0614 266 564	
<b>APPOINTMENT BY</b>	LESTER SMITH		
<b>DATE</b>	18 SEPTEMBER 2023		
<b>DIRECTIVES</b>			
Integrates disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place;			
Identify directorate projects which will reduce risk in vulnerable communities;			
Ensure that early warnings are linked to contingency plan;			
Activation of the Incident Command Centre;			
<b>Duties:</b>			
Respond to disaster incidents.			
Reports to Incident Command			
<b>Procedures</b>			
Receive emergency by radio / telephone or orally.			
Instruct the disaster officials to respond to incidents.			
Place department heads on standby			

Signature: \_\_\_\_\_

Date: 19/09/2023





**DISASTER DIRECTIVES:**  
**DIRECTORATE: PUBLIC SAFETY**

<b>NAME</b>	<b>Assistant Chief Operations and Training: Angelo Aplon</b>	
<b>ADDRESS</b>	<b>OVERSTRAND MUNICIPALITY</b>	
<b>WORK NUMBER</b>	<b>CELL PHONE NUMBER</b>	
<b>028 313 7978</b>	<b>079 507 7297</b>	
<b>APPOINTMENT BY</b>	<b>OVERSTRAND MUNICIPALITY</b>	
<b>DATE</b>		

### DIRECTIVES

Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place.

Identifies directorate projects that will reduce risk in vulnerable communities.

Ensure that early warnings are linked to the contingency plan

### Duties:

Respond to disaster incidents.

Reports to Incident Command.

Any other duties as may be assigned.

### Procedures:

Receives emergency reports by radio/telephone or orally, Senior Manager: Fire & Rescue, Disaster Management and Security Services.

Instructs officials to respond to incidents.

Inform all relevant role-players and stakeholders of the incident.

**Signature:** \_\_\_\_\_

Tel: 028 313 5041/2 | E-mail: lestersmith@overstrand.gov.za

PO Box 20 | HERMANUS, 7200

www.overstrand.gov.za

Date: \_\_\_\_\_

18/09/2023





**DISASTER DIRECTIVES:**  
**DIRECTORATE: PUBLIC SAFETY**

<b>NAME</b>	<b>Assistant Chief Fire Safety and Health and Safety: Enrico Solomons</b>	
<b>ADDRESS</b>	<b>OVERSTRAND MUNICIPALITY</b>	
<b>WORK NUMBER</b>	<b>CELL PHONE NUMBER</b>	
<b>028 313 8979</b>	<b>076 011 5052</b>	
<b>APPOINTMENT BY</b>	<b>OVERSTRAND MUNICIPALITY</b>	
<b>DATE</b>		
<b>DIRECTIVES</b>		
<p>Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place.</p> <p>Identifies directorate projects that will reduce risk in vulnerable communities.</p> <p>Ensure that early warnings are linked to the contingency plan.</p>		
<b>DUTIES</b>		
<p>Respond to disaster incidents.</p> <p>Reports to Incident Command.</p> <p>Any other duties as may be assigned.</p>		
<b>PROCEDURES</b>		
<p>Receives emergency reports by radio/telephone or orally, Senior Manager: Fire &amp; Rescue, Disaster Management and Security Services.</p> <p>Instructs officials to respond to incidents.</p> <p>Inform all relevant role-players and stakeholders of the incident.</p>		

**Signature:** Enrico Solomons

**Date:** 18/09/2023

Tel: 028 313 5041/2 | E-mail: lestersmith@overstrand.gov.za

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www.overstrand.gov.za



**DISASTER DIRECTIVES:**  
**DIRECTORATE: Public Safety**



<b>NAME</b>	<b>Assistant Chief Safety and Security and CCTV: Dawie Esau</b>		
<b>ADDRESS</b>	<b>OVERSTRAND MUNICIPALITY</b>		
<b>WORK NUMBER</b>	<b>028 313 5017</b>		<b>CELL PHONE NUMBER</b>
			<b>0725753965</b>
<b>APPOINTMENT BY</b>	<b>OVERSTRAND MUNICIPALITY</b>		
<b>DATE</b>			

### DIRECTIVES

Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place.

Identifies directorate projects that will reduce risk in vulnerable communities.

Ensure that early warnings are linked to the contingency plan

### Duties:

Respond to disaster incidents

Reports to Incident Command

Any other duties as may be assigned

### Procedures:

Receives emergency reports by radio/telephone or orally, Senior Manager: Fire & Rescue, Disaster Management and Security Services

Instructs officials to respond to incidents

Inform all relevant role-players and stakeholders of the incident

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

18/09/2023



**DISASTER DIRECTIVES:  
DIRECTORATE: PUBLIC SAFETY**

<b>NAME</b>	Yulanda Scholtz		
<b>ADDRESS</b>	OVERSTRAND MUNICIPALITY		
<b>WORK NUMBER</b>		<b>CELL PHONE NUMBER</b>	
028 313 8109		082 6757 219	
<b>APPOINTMENT BY</b>	OVERSTRAND MUNICIPALITY		
<b>DATE</b>			
<b>DIRECTIVES</b>			
<ul style="list-style-type: none"> <li>○ Gives effect to the Disaster Management Act and the regulation there under for the establishment and Disaster Management operations.</li> <li>○ Conducts a (scientific) disaster risk assessment annually.</li> <li>○ Identifies specific hazards and vulnerabilities relating to the core function of the municipality</li> <li>○ Integrates disaster risk management activities into the core mandate of the Municipality to ensure disaster risk reduction takes place.</li> <li>○ Ensures the effective integration of disaster management within the Overstrand Municipality's IDP.</li> <li>○ Identifies municipal projects that will reduce risk in vulnerable communities.</li> <li>○ Compiles a Disaster Management Plan for the Overstrand Municipality.</li> <li>○ Ensures that early warnings are linked to the Disaster Management Plan.</li> <li>○ Identifies specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management</li> <li>○ Encourages research in disaster risk management and publication of any internal research findings.</li> </ul>			
<b>Duties:</b>			
<ul style="list-style-type: none"> <li>○ Perform the duties of the Senior Manager: Fire and Rescue, Disaster Management, and Security Services in his absence.</li> <li>○ Any other duties that the Senior Manager: Fire &amp; Rescue, Disaster Management, and Security Services may request.</li> </ul>			





## Procedures

- Receives emergency reports by radio/telephone or orally, Senior Manager Fire & Rescue, Disaster Management and Security Services or Incident Command Centre.
- Instruct the disaster officials to respond to incidents.
- Activates emergency control room/center and staff
- Place department heads on standby

Signature: \_\_\_\_\_

*L. Smith*

Date: 18 09 2023





**DISASTER DIRECTIVES:  
DIRECTORATE: PUBLIC SAFETY**

<b>NAME</b>	<b>RUDI FRAZER</b>		
<b>ADDRESS</b>	<b>OVERSTRAND MUNICIPALITY</b>		
	<b>WORK NUMBER</b>	<b>CELL PHONE NUMBER</b>	
	<b>028 313 8165</b>	<b>082 449 6751</b>	
<b>APPOINTMENT BY</b>	<b>OVERSTRAND MUNICIPALITY</b>		
<b>DATE</b>			

**DIRECTIVES**

- Identifies specific hazards and vulnerability relating to the core function of the department and/or priority disaster risk for the department.
- Integrates disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
- Identifies department projects which will reduce risk in vulnerable communities.
- Compiles a contingency and business continuity plan for the department. Such plans are ultimately additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.
- Ensures that early warnings are linked to contingency plan.
- Identifies specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.

**Duties:**

- Respond to disaster incidents.
- Report to Incident command.
- Arranges volunteers to be trained in primary traffic control tasks to fulfill at-point service.
- Ensures that vehicles involved in managing the disaster are unrestricted to move to and from the disaster area.
- Reporting of any damage to the road surface
- Divert the traffic flow to an alternate road.



- Good communication between officials on scene and in the ICP
- Public safety & security will be provided to support the incident operations.
- Assist evacuees/homeless with transportation to safe shelters.



### Procedures:

- **Procedures**
- Early weather warnings will be sent via email from the ICT department.
- Receive emergency by Emergency Control Room (ECO), radio / telephone, cell phones, data links, or orally.
- Heads of departments must be on standby (HOD).
- Standby official must report to the ICS.
- Continuously report on the conditions on the road to the ICP.
- Completed report must be submitted to the IC/DM coordinator.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

18/09/2023

